Client Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| [09/04/2016] | 13:00 – 15:00 | Atech Computers |

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| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Weekly team meeting |
| **Project Purpose** | Website for Atech Computers |

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| **Participant Names** | **Attended?** |
| Xiaochen Li | Yes |
| Vineet Joshi | No |
| Kidd Liang | Yes |

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| Agenda Item |
| 1. Apologies |
| Vineet was sick and cannot come on time. |
| 2. Acceptance of previous minutes |
| We all accept the items of previous minutes. |
| 3. Action Items from previous minutes |
| 3.1 |
| No action items from previous minutes discussed. |

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| Agenda Item – Business |
| 1. Deliverables |
| Discuss the customer acceptance of stage1 deliverables. |
| **Workable project:** basic funtions are working fine, the client felt it providing some interesting settings that he never thought of. One thing that he wanted to include was creating products from data files which was absent in current project.  **Platform report:** he concerned more about the real project, reports and other docs should be in lower priorities. |
| 2. Project data used for the next stage |
| Discussed how to deal with the differences of definitions of categories by different provider. |
| All the scv file from various providers define the product categories differntly. The client will contact the providers to see if the latest files can be better. And he will tell me next week. |
| 4. Other Business |
| No other business required. |
| 5. Confirmation of next meeting |
| Next client meeting will be on Saturday, 23/04/2016. |

Closure of meeting: 14: 52